



Office of the Services Commissions

(Central Government)

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4th October, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Records/Library Officer (PIDG/RIM 3) - (Not Vacant)** in the **Accountant General's Department**, salary range \$897,182- 1,066,467 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Assistant Registrar - Records, the Records/Library Officer is responsible for storing and retrieving documents, books, and records in accordance with Treasury Records Policies and Procedures. The incumbent plans, develops and administers the Filing System which is designed to facilitate effective and efficient handling of all Treasury records and files; and provides Librarian and Research services to ensure that materials are current and accessible, and available to library users when required.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To process mail;
- To maintain the information in the Treasury's Records Management System;
- To create (or receive) records needed to do business;
- To ensure that records are maintained so that they are accessible to others and easy to retrieve;
- To create records that adequately document the Treasury's activities, index them accurately, and maintain them in a safe environment;
- To provide Librarian and Research services.

Key Responsibilities

Records:

- Sorts, classifies, labels, codes and files manual and computerized Treasury records and documents in accordance with established procedures and policies;
- Stores, arranges, indexes and classifies Treasury records;
- Assists in maintaining manual and computerized files;
- Facilitates the development of Filing System, and maintains these to meet administrative and legal requirements ensuring compliance with current regulations, policies and standards;
- Adds new material to files and creates new files as necessary;
- Devises and ensures the implementation of retention, archiving and disposal schedules for all records and files;
- Stores completed files in storage receptacles in designated locations;
- Assists in retrieving and archiving or disposing of outdated files/records;
- Replaces/repairs damaged files and folders as directed;
- Finds and retrieves files or information from files in response to requests from authorized users;
- Tracks borrowed files or materials removed from files in order to ensure that they are returned;
- Assists in securing files/records to prevent unauthorized viewing, deterioration or damage;
- Assists the Assistant Registrar with the preparation of letters, memoranda, reports and Minutes;
- Processes electronic and/or paper-based information;
- Assists with the changeover from paper to electronic Records Management System;
- Advises staff on their records and information;
- Responds to internal and/or external information enquires relating to Treasury records;
- Enables appropriate access to information as outlined in the Access to Information Act.

Library:

- Implements Library and Information policies and procedures;
- Provides convenient, accessible Library and Information services;
- Prepares reports related to Library and Information services;
- Provides effective access to library collections and resources;
- Maintains Collection Management policies and procedures;
- Performs original cataloguing and classification of print, audio-visual and electronic resources;
- Develops and maintains special Indexing Systems and files for special collections;
- Maintains the Organization of library materials;
- Ensures an accurate inventory of resources;
- Ensures efficient retrieval by users;
- Maintains inventories, compiles statistics and generates reports as required;
- Enters cataloguing data into the Library's Automated System;
- Processes resources for placement on shelf;
- Files cards in shelf list;
- Provides library services in response to the information needs of library users;
- Responds to daily on-site requests for information;
- Trains library users to effectively search the Library catalogue, internet and other electronic resources;
- Provides an interlibrary loan service for both book and audio-visual materials, and maintains records;
- Maintains circulation files, records and statistics.

Other:

- Makes photocopies of documents and sends and retrieves facsimile's as required;
- Assists with data entry onto appropriate software and databases;
- Performs any other related duty that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one face-to-face
- **Ability to work effectively under pressure**
- **Collaboration and Team Work:** The ability to be a collaborative business leader, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility
- Computer skills including the ability to operate computerized library, spreadsheet, word-processing, spreadsheets, email, database and graphics and website development programs at a highly proficient level
- Knowledge of the various guiding Acts and Regulations including the Access to Information Act
- Cutting edge knowledge of direct service delivery through on line web enabled portals, use of popular social media and mobile platforms and interfaces

- Computer skills including the ability to operate email and conduct Internet research

Minimum Required Qualification and Experience

Essential:

- Certificate/Diploma/Associates Degree in Document/Records Management and/or Library Science from a recognized institution;
- At least one (1) year's related working experience.

Desirable:

- A Bachelor's Degree in Library Science;
- Experience with automated and IT enabled Records Management, and Information Management Systems.

Special Conditions Associated with the Job

- **Physical Demands** - Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Friday, 15th October, 2021 to:**

**Director
Human Resource Management and Development
Accountant General's Department
Ministry of Finance and the Public Service Complex
30 National Heroes Circle
Kingston 4**

Email: careers@treasury.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**